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Wyoming Department of Health  
Aging Division

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# Policy Information Notice

**DATE:** April 23, 2009 **PIN #:** DORE-2009-01

**SUBJECT:** Personnel Activity Report

**TO:** All Aging Division Contractors receiving Government Funding

**EFFECTIVE DATE:** May 1, 2009

**FEDERAL REFERENCES:** 2 CFR Part 225 and Appendices, 29 CFR Part 516, OMB Circular A-87, OMB Circular A-122, Directive Office of the Inspector General

This Policy Information Notice (PIN) provides guidance relating to required Personnel Activity Reports that support funding, activities, salaries and wages of employees in organizations funded by or through the Aging Division of the Wyoming Department of Health.

**Definitions:**

**Employee** - Any staff member, trainee, contractor, subcontractor, or other affiliate, performing job related duties on behalf of the organization, regardless if they do or do not receive compensation.

**Personnel Activity Report** - Personnel Activity Reports are a legal document. Personnel Activity Reports serve as the legal mechanism used to document an employee's activity relating to work related functions charged to or funded by an external entity. They also serve as a verification of time off, and provide the legal basis to provide government payment to an organization.

**Policy:**

Personnel Activity Reports shall represent an accurate and true report of hours worked and hours taken in accordance with an organization's leave policy.

Reports reflecting the distribution of activity of each employee must be maintained for all staff members (professionals and nonprofessionals) whose time or compensation is charged, in whole or in part, directly to awards. In addition, in order to support the allocation of indirect costs, such reports must also be maintained for other employees whose work involves two or more functions or activities if a distribution of their compensation between such functions or activities is needed

in the determination of the organization's indirect cost rate(s) (e.g., an employee engaged part-time in indirect cost activities and part-time in a direct function).

Where employees work on multiple activities or cost objectives, a distribution of their time and salaries or wages will be supported by personnel activity reports. Such documentary support will be required where employees work on:

- (a) More than one Federal award,
- (b) A Federal award and a non-Federal award,
- (c) An indirect cost activity and a direct cost activity,
- (d) Two or more indirect activities which are allocated using different allocation bases, or
- (e) An unallowable activity and a direct or indirect cost activity.

Personnel activity reports must meet the following standards:

- (a) The reports must reflect an after-the-fact determination of the actual activity of each employee. **Budget estimates (i.e., estimates determined before the services are performed) do not qualify as support for charges to awards.**
- (b) Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.
- (c) The reports must be signed by the individual employee, or by a responsible supervisory official having first hand knowledge of the activities performed by the employee, that the distribution of activity represents the actual work performed by the employee during the periods covered by the reports.
- (d) The reports must be prepared at least monthly and must coincide with one or more pay periods.

Charges for the salaries and wages of nonprofessional employees, in addition to the supporting documentation described herein, must also be supported by records indicating the total number of hours worked each day maintained in conformance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR Part 516).

Time, salaries and wages of employees used in meeting cost sharing or matching requirements on awards must be supported in the same manner as time, salaries and wages claimed for reimbursement from awarding agencies. This includes volunteer hours used for in-kind matching of funding dollars.

These standards regarding time distribution **are in addition to the standards for payroll documentation.**

Any intentional misrepresentation of hours/time worked on a government funded program constitutes fraud and will result in disciplinary action up to and including termination of contract.